

Retention and Classification Report

Agency: Salt Lake City (Utah). Management Services Department (1554)

City-County Building
451 South State Street
Salt Lake City, UT 84111

Records Officer

00111	Acquisition of real property
82727	Administrative office files
00115	Automated real property inventory
82728	Budget and financial information files
00076	Budget development reports and files
82726	Burroughs documentation files
26408	City/County shared facilities files
82740	Computer operator instructions
82737	Computer time statistical printout
00112	Disposition of real property
00099	Disposition records
27209	Environmental planning and study reports
00101	Fixed assets
00098	Fixed assets files
82739	Input/output instruction files
26405	Labor management relationship files
82725	Monthly billing documentation files
26558	Network backup tapes
82736	Object source backup tapes
82738	Personnel time for billing file
82730	Program listings
26406	Project files
00113	Property management files
00114	Real property general correspondence
82733	Summary logs
82735	Sun City programs
03931	Surplus property log
82734	System journals
82732	System resource management facility files
82741	Telecommunications files
26407	Working papers

00100 Year end closing report

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 111

3

TITLE: Acquisition of real property

DATES: 1950-

ARRANGEMENT: Alphanumerical by category.

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

This is a record of acquisition of real property by Salt Lake City Corporation. This record includes correspondence, title reports, appraisals, purchase offers, closing statements, copies of deeds, copies of petitions, and copies of title policies pertaining to the acquisition of real property.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 05/1986

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after final acquisition and then transfer to Agency Record Center. Retain in Agency Record Center for 5 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 82727

3

TITLE: Administrative office files

DATES: 1970-

ARRANGEMENT: Alphabetical by subject

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These files contain all general information on the operation of the division. These files include incoming and outgoing correspondence, various literature, and information from vendors.

RETENTION:

Retain 15 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 15 years and then destroy.

APPRAISAL:

Administrative

This retention is based upon the administrative needs expressed by the division for reference and future planning purposes.

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 115

3

TITLE: Automated real property inventory

DATES: 1986-

ARRANGEMENT: None.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This is an automated listing of all city owned property. It may be sorted by parcel number, department, survey key, Sidwell Parcel number, or address. The information is backed up every two weeks. Includes: description of property, address, survey information, department having jurisdiction, date acquired, from whom purchased, purchase price, acreage information, county recording information.

RETENTION:

Retain 5 years after property is no longer owned by city.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1986

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 month and then destroy.

Computer magnetic storage media: Retain in Agency Record Center for 5 years after property is no longer owned by city and then purge.

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 82728

3

TITLE: Budget and financial information files

DATES: 1983-

ARRANGEMENT: numerical by application

ANNUAL ACCUMULATION:

DESCRIPTION:

This automated files contain financial information concerning the city's computer services. They are used for revenue projection analysis and preparation of quotes for services. These files include history of useage of computer time, lines printed, disk pack storage, tape utilization and personnel hours. This file includes expenditure budget alternatives used in the budget development process.

RETENTION:

Retain Retain 7 years.

DISPOSITION:

.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer magnetic storage media: Retain in Office for 7 years and then erase.

APPRAISAL:

Administrative

This retention is based upon the administrative needs expressed by the division.

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 82728

TITLE: Budget and financial information files

(continued)

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 76

3

TITLE: Budget development reports and files

DATES: 1983-

ARRANGEMENT: Numerical by report number

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

This is a computer printout detailing financial information used to compile the annual budget. Fifteen different reports are received, each compiles the same information in a different structure. These printouts include all related correspondence, input documents, department generated budget forms, budget committee notes, and other miscellaneous items pertaining to the development of the annual budget.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then transfer to Agency Record Center. Retain in Agency Record Center for 1 year and then destroy.

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 76

TITLE: Budget development reports and files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 82726

3

TITLE: Burroughs documentation files

DATES: 1974-

ARRANGEMENT: Alphabetical by category

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These files contain all documentation associated with the city's Burrough's computer system. These files include copies of hardware and software contracts, invoices, correspondence, literature, and installation information.

RETENTION:

Retain Retain 20 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 20 years and then destroy.

APPRAISAL:

Administrative

This retention is based upon the administrative needs expressed by the division.

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 26408

3

TITLE: City/County shared facilities files

DATES: 1983-

ARRANGEMENT: Alphabetical by name, thereunder chronological by year

ANNUAL ACCUMULATION:

DESCRIPTION:

Salt Lake City shares this facility with Salt Lake County government. These records document the administration of the facility. Information includes correspondence, budget documents, research, and project documents.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 70.

AUTHORIZED: 03/11/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Fiscal Historical

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 26408

TITLE: City/County shared facilities files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 82740

3

TITLE: Computer operator instructions

DATES: 1974-

ARRANGEMENT: Alphabetical by application

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These files contain computer instructions on special forms, approximate time required for job, an indication of which tasks are restartable and which are not, and other special instructions for running the job.

RETENTION:

Retain 5 years after application of system is no longer used.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after application of system is no longer used and then destroy.

APPRAISAL:

Administrative

This retention is based upon the administrative needs expressed by the division.

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 82737

3

TITLE: Computer time statistical printout

DATES: 1974-

ARRANGEMENT: Numerical by charge code

ANNUAL ACCUMULATION: 0.90 cubic feet.

DESCRIPTION:

These computer printouts list the amount of computer time used by each billing. They are used for the evaluation of work load, monitoring what tasks have been run, backup support for quotes, and the actual billings for services. These printouts include amount of computer time used by each billing type charge code.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

Administrative

This retention is based upon the administrative needs expressed by the division.

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 112

3

TITLE: Disposition of real property

DATES: 1950-

ARRANGEMENT: Alphanumeric by category.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This is a record of the permanent disposition of city property. This record includes correspondence, title reports, title updates, appraisals, copies of deeds, copies of petitions, and bid information.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 05/1986

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after final disposition and then transfer to Agency Record Center. Retain in Agency Record Center for 5 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 99

3

TITLE: Disposition records

DATES: 1978-

ARRANGEMENT: Chronological by auction date

ANNUAL ACCUMULATION: 0.80 cubic feet.

DESCRIPTION:

These are forms completed by each city department when it becomes necessary to dispose of property by public auction, competitive bidding, or destruction per Salt Lake City Ordinance 33-1-1 thru 8. These forms include date, department name, detailed description of article to be disposed of, asset number, site and building number, disposition method and reason, condition, value, approval signature of department head or designee, Fixed Asset Control, and Purchasing Agent, and name and telephone number of person to contact.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1986

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years and then destroy.

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 27209

3

TITLE: Environmental planning and study reports

DATES: 1990-

ARRANGEMENT: Alphabetical by project name thereunder chronological by date

ANNUAL ACCUMULATION:

DESCRIPTION:

These are research based reports completed in-house or by outside consultants on specific planning problems or conditions. They may be adopted as an amendment to the master plan. These reports provide needed information on specific issues (i.e., housing needs, transportation, geologic concerns). These reports may include recommendations and may be an extension of the master plan.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 11.

AUTHORIZED: 03/18/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

APPRAISAL:

Administrative Historical
Documentation of the current environment will have perpetual significance and interest.

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 27209

TITLE: Environmental planning and study reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 101

3

TITLE: Fixed assets

DATES: 1986-

ARRANGEMENT: None.

ANNUAL ACCUMULATION:

DESCRIPTION:

This is an automated system of information concerning all city property, including buildings, real estate, equipment, furniture, etc. Every two weeks, information is backed up on tape. This system includes cost; vendor number; date; salvage value; reproduction cost; exclusion amount; percent depreciated; insurance class; and if property, the location, quantity, etc., maintenance data, and computer printout received monthly, quarterly, and annually showing additions, retirements, depreciation, etc. Printout includes asset number, class code, site, building, division, section, quantity, date acquired, life of property, replacement years, purchase authority, cost basis, reproduction cost, depreciated reduction cost, and a description of each item.

RETENTION:

Retain 10 years after disposition of asset.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1986

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer magnetic storage media: Retain in Agency Record Center for 10 years after disposition of asset and then purge.

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 101

TITLE: Fixed assets

(continued)

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 98

3

TITLE: Fixed assets files

DATES: 1986-

ARRANGEMENT: Numerical by depart number

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These files consist of worksheets used to record fixed asset additions which are then entered into the computer, and a printout which is received monthly, quarterly, and annually showing additions, retirements, and depreciation. Files are updated constantly. These files include cost; vendor number; date; salvage value; reproduction cost; exclusion amount; percent depreciated; insurance class; if property, the location, quantity, etc., maintenance data; and computer printout received monthly, quarterly, and annually showing additions, retirements, depreciation, etc. Printout includes asset number, class code, site building, division, section, quantity, date acquired, life of property, replacement years, purchase authority, cost basis, reproduction cost, depreciated reduction cost, and a description of each item.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1986

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 98

TITLE: Fixed assets files

(continued)

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 82739

3

TITLE: Input/output instruction files

DATES: 1974-

ARRANGEMENT: Alphabetical by application system

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These files contain the instructions for the setting up of computer application runs, distribution of reports, tape requirements, and special handling information.

RETENTION:

Retain 5 years after the application system is no longer used.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after the application system is no longer used and then destroy.

APPRAISAL:

Administrative

This retention is based upon the administrative needs expressed by the division.

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 26405

3

TITLE: Labor management relationship files

DATES: 1983-

ARRANGEMENT: Chronological by date

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document the relationship between municipal management and employee unions or associations. They include correspondence, memoranda, and reports.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 26.

AUTHORIZED: 12/28/2006

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 26405

TITLE: Labor management relationship files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 82725

3

TITLE: Monthly billing documentation files

DATES: 1974-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.90 cubic feet.

DESCRIPTION:

These files contain all backup documentation used to determine charges for user departments. They are used for billing purposes. These files include report showing computer and tape charges (jobs run, amount of computer time, input/output time, lines printed, associated with each of the billing codes); reports showing tapes utilized by various user department and calculation of charges for tapes based on the number tapes used by each department; reports showing how a disk pack is utilized by each of the systems; work sheets used to allocate computer disk pack charges to the appropriate departments; reports showing personnel charges, which includes detailed reports showing work done for various billable accounts by day and by individual. They also contain summary reports showing by charge code, amount of hours spent.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 82725

TITLE: Monthly billing documentation files

(continued)

APPRAISAL:

Administrative

This retention is based upon the administrative needs expressed by the division.

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 26558

1

TITLE: Network backup tapes

DATES: 1982-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This series contains a set of backup tapes for network files copied to tape monthly. This tape set is not rotated but is used specifically to restore files in case of a mistaken deletion, corruption of a file on the network drive, or restoration of files due to an equipment failure. The record contains individual user files that have been stored on network drives for future use. This may include word processing documents, letters, memos, spreadsheets, and other similar documents.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer magnetic storage media: Retain in Office for 5 years and then erase.

APPRAISAL:

Administrative

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 26558

TITLE: Network backup tapes

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 82736

3

TITLE: Object source backup tapes

DATES: 1974-

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

These computer tapes contain a copy of objects and source programs maintained on the main computer system's hard disk. It is used for backup in case a source object program is removed or lost or in case it is important to have a copy of a program as it existed at a certain period in time.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer magnetic storage media: Retain in Office for 10 years and then erase.

APPRAISAL:

Administrative

This retention is based upon the administrative needs expressed by the division.

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 82738

3

TITLE: Personnel time for billing file

DATES: 1980-

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

This computer file contains the number of hours worked by billing code and by day for Information Management Services (IMS) personnel. Information is used for project management activities within the Division and for the actual billings of time used to enterprise funds and for establishment of quotes for personnel time for various general fund departments.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer magnetic storage media: Retain in Office for 3 years and then erase.

APPRAISAL:

Administrative Fiscal

This retention is based upon the standard three year audit period.

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 82730

3

TITLE: Program listings

DATES: 1974-

ARRANGEMENT: Alphabetical by system

ANNUAL ACCUMULATION: 5.00 cubic feet.

DESCRIPTION:

These are listings of all computer program applications. These listings include applications for financial system, payroll system, Police applications, in most cases are COBOL compiled listings, but it also contains audit reporter specifications and COGEN specifications. Recent system developed utilizes COGEZN specifications which is a Fourth Generation type of programming language.

RETENTION:

Retain 5 years after system has been discontinued.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after the system has been discontinued and then destroy.

APPRAISAL:

Administrative

This retention is based upon the administrative needs expressed by the division.

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 82730

TITLE: Program listings

(continued)

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 26406

3

TITLE: Project files

DATES: 1983-

ARRANGEMENT: Chronological by year, thereunder alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

These files contain memoranda, preliminary reports, and other records documenting assignments and the progress of projects.

These files do not contain the final reports.

RETENTION:

Retain 1 year after project closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 18.

AUTHORIZED: 12/28/2006

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after project is closed and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 26406

TITLE: Project files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 113

3

TITLE: Property management files

DATES: 1950-

ARRANGEMENT: Alphanumerical by category.

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These are files concerning the management of all city property. These files include correspondence and copies of agreements or easements for lease and permit management, and partial property interest conveyances. May also include appraisals, cash receipts, copies of check received, and copies of petitions.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 05/1986

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after expiration of agreement and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 114

3

TITLE: Real property general correspondence

DATES: 1950-

ARRANGEMENT: Chronological by calendar year.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are general correspondence that do not pertain to either acquisitions, disposition or property management, but still pertains to real property. Correspondence are transitory dealing with informational requests about city property, do not include any policy decisions.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1986

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 82733

3

TITLE: Summary logs

DATES: 1974-

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

This automated log contain detailed statistics on jobs run on the main city computer system. It is used for billing departments for the actual useage and for creating a history of utilization for departments that are billed on a quote basis. This log includes name of job, time that it was run, amount of computer time used, amount of lines printed, and job and task number assigned by system. The log is stored on hard disk and then dumped to tape

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer magnetic storage media: Retain in Office for 1 month and then dump to tape.

Computer magnetic storage media: Retain in Office for 5 years and then erase.

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 82733

TITLE: Summary logs

(continued)

APPRAISAL:

Administrative Fiscal

This retention is based upon the administrative needs expressed by the division for budget and project planning.

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 82735

3

TITLE: Sun City programs

DATES: 1974-

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

These consist of source and object programs that have been removed from the main computer system's hard disk due to lack of use within a 90 day period. These programs are called "Sun City Programs" because like the retirement community these computer programs are retired. Programs are removed in order to make the most effective use of hard disk space on the main system. Tapes are required so Information Management Services (IMS) has the ability to go back to programs that have been removed to put back on system as needed.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer magnetic storage media: Retain in Office for 5 years and then erase.

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 82735

TITLE: Sun City programs

(continued)

APPRAISAL:

Administrative

This retention is based upon the administrative needs expressed by the division.

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 3931

3

TITLE: Surplus property log

DATES: 1983-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This is a log of all surplus property stored at the city's Impound Lot. It is used as an internal control document to locate surplus property. The log includes date received, item, description, date and location (if transferred from lot), person receiving property, and identification number, if applicable.

RETENTION:

Retain 3 years or until 1 year after disposition of asset.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1990

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years or until 1 year after disposition of asset and then destroy.

APPRAISAL:

Administrative

This retention is based on the administrative needs expressed by the division and later approved by the Salt Lake City Records Committee.

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 82734

3

TITLE: System journals

DATES: 1974-

ARRANGEMENT: Alphabetical by application system

ANNUAL ACCUMULATION: 7.10 cubic feet.

DESCRIPTION:

These journals contain documentation of all application systems. They are used by the Information Management Services (IMS) staff in maintaining and changing or enhancing the Automated Application System. These journals include system description, system flow charts, sample input documents, sample screens, and sample reports.

RETENTION:

Retain 5 years after system is no longer used.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after system is no longer used and then destroy.

APPRAISAL:

Administrative

This retention is based upon the administrative needs expressed by the division.

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 82732

3

TITLE: System resource management facility files

DATES: 1984-

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

This automated file contain information and statistics generated by the SMF II and STATISTICSBD software. It is used for monitoring efficiency of the systems as well as in planning future capacity requirements. This file includes system performance and system utilization during those times, as well as response time of day and percent of system utilized during those times,as well as response time for on-line applications. This file is stored on hard disk for a year and then dumped to tape.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer magnetic storage media: Retain in Office for 1 year and then dump to tape.

Computer magnetic storage media: Retain in Office for 10 years and then erase.

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 82732

TITLE: System resource management facility files

(continued)

APPRAISAL:

Administrative

This retention is based upon the administrative needs expressed by the division to use information for planning purposes.

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 82741

3

TITLE: Telecommunications files

DATES: 1983-

ARRANGEMENT: Alphabetical by category

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These files contain all documentation associated with the telephone system used by the Salt Lake County Corporation. These files include correspondence, copies of vouchers, Mountain Bell Company listings, copies of contracts, telephone requests such as moves or changes, installation information or Centel equipment, information on legislation affecting telephones, and documentation for budget preparation.

RETENTION:

Retain 15 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 15 years and then destroy.

APPRAISAL:

Administrative

This retention is based upon the administrative needs expressed by the division for budget and planning purposes.

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 82741

TITLE: Telecommunications files

(continued)

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 26407

3

TITLE: Working papers

DATES: 1983-

ARRANGEMENT: Chronological by year, thereunder alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

These are project background records, such as studies, analyses, notes, drafts, and interim reports.

RETENTION:

Retain 5 years after project is completed.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 44.

AUTHORIZED: 12/28/2006

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after project is completed and then destroy.

APPRAISAL:

Administrative

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 26407

TITLE: Working papers

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 100

3

TITLE: Year end closing report

DATES: 1982-

ARRANGEMENT: Chronological by fiscal year.

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These files consist of a worksheet and computer printout of year end totals of all fixed assets. These files include cost; vendor number; date; salvage value; reproduction cost; exclusion amount; percent depreciated; insurance class; and if property, the location, quantity, etc., maintenance data; and computer printout received monthly, quarterly, and annually showing additions, retirements, depreciation, etc. Printout includes asset number, class code, site, building, division, section, quantity, date acquired, life of property, replacement years, purchase authority, cost basis, reproduction cost, depreciated reduction cost, and a description of each item.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1986

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

Computer output microfiche master: Retain in Office for 10 years and then destroy.

AGENCY: Salt Lake City (Utah). Management Services Department

SERIES: 100

TITLE: Year end closing report

(continued)